



## Search an Audit Log

To search an audit log using OTCnet Offline:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page appears.
3. Enter the search criteria for the activities you would like to view.

Under **Search Conditions**, *optional*

- Select a **Module** type.



### Application Tip

**Module** options include **Administration**, **Check Capture**, and **Check Processing**.



### Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User**
- Select an **OTC Endpoint**



### Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass).

- Enter the **From** and **To** date and time ranges, *required*



### Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, *required*
- Select a **Category Name**, *required*



#### Application Tip

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**



#### Application Tip

**Event Types** are categories of events that are recorded by the audit log.

**Table 1. Event Types**

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**



#### Application Tip

**Operation Mode** option includes **Offline**.

4. Click **Search**. The *Search Results* table appears below.



#### Application Tip

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.



#### Application Tip

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.



#### Application Tip

If the audit log records contain Personally Identifiable Information (PII) in the Transaction Description, the data is masked. To view more details about a specific batch including PII access Batch Management.



#### Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.